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# UTAH DEPARTMENT OF TRANSPORTATION

TECHNICAL BULLETIN MT-05.05

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## TTQP TRANSPORTATION TECHNICIAN QUALIFICATION PROGRAM



### On-the-Job Training

The UDOT Quality Assurance program requires individuals who perform Quality Control, Verification, Acceptance and Independent Assurance sampling and testing functions for the agency, contractor, vendor, or private labs be qualified under the UDOT TTQP. The On-the-Job Training program provides a means for a technician to perform acceptance testing while in training with a qualified technician.

**Manual of Instruction Part 8, Section 1014** states:

“The purpose of the Transportation Technician Qualification Program (TTQP) is to ensure quality sampling and testing of materials during highway construction through certification of industry and department personnel.”

“Through a cooperative program of training, study and examination, technicians will be able to better ensure satisfactory materials control, identification of poor quality materials, and proper documentation for such. This program will allow the department to ensure that all tests performed on materials for acceptance are performed in accordance with the specified test procedures by qualified technicians.”

**Training:** The technician performing sampling and testing for a UDOT project must be trained in the respective areas of testing. Training provides a basic understanding of materials that will be used and the knowledge of sampling and testing techniques.

Prior to qualification, all technicians are eligible to receive on-the-job training on an individual basis under the direction of a TTQP qualified supervisor or technician. Upon demonstrating competency, proficiency and familiarity with the applicable sampling and testing procedures, the technician may perform testing duties with little or no direct supervision.

The procedure for on-the-job training (OJT) follows:

1. The technician applies to the OJT program on-line registration  
<http://www2.udot.utah.gov/index.php/m=c/tid=979>.

The application includes the following:

- a. Personal information (name, address, phone, identification number)
  - b. The area(s) the technician is pursuing
    1. WAQTC Asphalt Testing Technician (AsTT)
    2. WAQTC Embankment, Base and Density Technician (EbTT/DTT)
    3. WAQTC Concrete Testing Technician (CTT)
    4. WAQTC Aggregate Testing Technician (AgTT)
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5. TTQP Laboratory Testing Technician (LTT)
    6. TTQP Concrete Strength Testing Technician (CSTT)
    7. TTQP Superpave Mix Design (SMD)
  - c. A commitment from the supervisor/trainer to support and train the technician.
  - d. The name and UDOT qualification number of the supervisor/trainer.
  2. The application is submitted to the Quality Assurance Section (QAS) for acceptance. Acceptance is based on the following:
    - a. Commitment of the supervisor
    - b. Presence of required information
  3. After the application is accepted:
    - a. The technician and supervisor will receive notification of acceptance
    - b. The technician will receive a manual for each qualification area
    - c. The technician is entered into the OJT database
    - d. The enrollment is free and valid for one calendar year (a \$10 fee will be assessed for a second application. A \$50 fee will be assessed for a third application for administration purposes)
  4. The technician begins supervised OJT:
    - a. The technician may perform acceptance testing in any test area listed on the application. (Technicians not on the list may not be used for project acceptance.)
    - b. When the OJT technician has demonstrated proficiency to the supervisor/trainers satisfaction, the OJT technician may perform testing independently.
    - c. The technician must sign the test reports
    - d. The qualified supervisor verifies the tests were performed correctly and also signs the test report
  5. The supervisor documents the training provided on the technician's "On-the-Job Training Evaluation Form" (1014.13). A copy of the completed form will be kept on file by the employee's supervisor and one copy submitted to the QAS before taking the qualification exam.
  6. The technician schedules and attends qualification.
    - a. Must be scheduled within one year of beginning OJT
    - b. Original documentation of training covers the first two attempts. Additional training is required for the third and subsequent attempts.
    - c. The qualifications are administered in accordance with the TTQP Registration, Policy and Information Handbook available on the UDOT TTQP website

**Websites:**

WAQTC: <http://www.waqtc.org/>

UDOT TTQP: <http://www2.udot.utah.gov/index.php/m=c/tid=412>

UDOT Materials Quality Assurance Manual (MOI Part 8 Chapter 4):  
<http://www2.udot.utah.gov/index.php/m=c/tid=644>

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